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MEMORANDUM FOR: Deputy Director of Central Intelligence  
Director, National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Science and Technology  
DDA Office Heads

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Storage in Corridors and Exits, Headquarters  
Building, in Violation of Life Safety Code

AT 1. The Life Safety Code, which has been adopted by the Agency in [ ] prohibits the use of exits, corridors, and stairwells as storage areas, whether or not the storage is temporary. Violation of this code is compounded when the supplies and equipment are combustible, since these present serious fire hazards.

2. The north loading dock was established some years ago as a direct delivery point for vendors. This action was taken in order to provide more timely support to Agency components in the Headquarters Building. Otherwise, deliveries would have to be directed to the [ ] for processing and redelivery. While this effort has been successful, chronic problems have developed with respect to storage of materials in the hallways and exit points. This action is obviously a serious violation of good safety practices. Storage, at times, has constricted the corridors and blocked the exits by 50 percent or more. The condition is particularly hazardous because the width and number of doors in each exit and the width of the corridors were designed to ensure the safe evacuation of a specific number of employees in an emergency. Further complicating the problem is the receipt of material from other sources, trash removal, and the lack of operating space in which to handle routine support functions.

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3. The Safety Branch, Office of Security, has contacted various offices in an effort to eliminate and prevent such storage, but the response so far has been very poor. The east, southeast, and southwest emergency exits on the ground floor are three of the major emergency egress routes from the building. If an emergency evacuation were necessary, a catastrophe could occur due to the obstacles impeding traffic exiting the building. The cluttered hallways also subject employees to bumping, tripping, and mechanized traffic hazards.

4. I would like to ask you to personally call these problems to the attention of your staff and ask their full cooperation in taking several measures to improve the situation. Such measures could include:

a. Deposit old newspapers and trash in the office wastebaskets instead of in the hallways. GSA will dispose of the trash routinely. Return excess administrative supplies to the Building Services Branch, Logistics Services Division, Office of Logistics, GJ-10 Headquarters.

b. For broken or excess furniture items and equipment, contact Building Services Branch, LSD/OL, extension [ ] to arrange for pickup and movement. Retaining the items in the office pending pickup and movement will require patience and cooperation on the part of people turning items in.

c. Components ordering equipment and bulk supplies should schedule deliveries by the vendor [ ] to coincide with the timely installation or use of materiel.

d. Given the space limitations which preclude the temporary storage of exchange furniture items, the Office of Logistics should make a concerted effort to better manage the flow of incoming and outgoing materiel.

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e. While the disposal of trash is the responsibility of GSA, Logistics Services Division, OL, will be looked upon to prompt GSA to remove the trash on a timely basis.

5. Your full cooperation in eliminating these serious fire and safety hazards will be appreciated.

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